

County of Monroe

The Florida Keys



BOARD OF COUNTY COMMISSIONERS

Mayor Danny L. Kolhage, District 1
Mayor Pro Tem Heather Carruthers, District 3
George Neugent, District 2
David Rice, District 4
Sylvia J. Murphy, District 5

Employee Services Division
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date March 13, 2015

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF **TRANSPORTATION DRIVER, TRANSPORTATION, PLANTATION KEY** IS NOW OPEN AT PAY GRADE **102** SALARY, **\$26,447.84 - \$40,994.15 /40 HPW.**
(DEPENDING ON QUALIFICATIONS)

- | | |
|---|---|
| • VETERANS PREFERENCE AVAILABLE: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| • SAFETY SENSITIVE POSITION: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| • GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
-
- | | |
|-----------------------|--|
| THIS POSITION: | <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION |
| | <input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION |


In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


EMPLOYEE SERVICES DIVISION DIRECTOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
CSTSP006

MONROE COUNTY

JOB DESCRIPTION

Position Title: TRANSPORTATION DRIVER		Reports to: Transportation Coordinator
Position Grade: 102	FLSA Status: Non-Exempt	Class Code: 102-6

GENERAL DESCRIPTION

The primary function of this position is to transport the elderly, disabled, veteran, or transportation disadvantaged to and from their destination in a safe, timely, courteous, and efficient manner.

KEY RESPONSIBILITIES

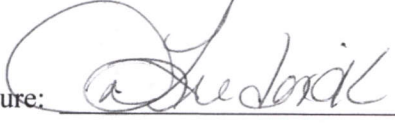
1. *Transport clients to and from their destination throughout Monroe County in accordance with manifest and/or instructions from Dispatch.
2. *Study Manifest and report any discrepancies/changes/suggestions/etc. to Dispatch.
3. *Inspect van, car, bus, wheelchair lift, safety equipment, etc., for safety on a daily basis in accordance with the required safety inspection report AND wheelchair lift inspection report (if applicable).
4. *Assist passengers into and out of vehicle AND assist passenger with their groceries, packages, etc.
5. *Make sure correct fare is collected from each passenger for each trip AND ensure that correct fare is calculated at the end of each day via the fare envelope.
6. *Load/unload and properly secure wheelchairs in accordance with all acceptable safety protocols.
7. *Report by 2-way radio to Dispatch at the time of each pick-up and drop off.
8. *Keep mileage records and report same to Dispatch.
9. * Maintain cleanliness of vehicle on a daily basis.
10. *Complete paperwork as required and assigned.
11. Deliver materials and other items as needed by and for the county.
12. Transport vehicles to and from the garage for repair, fuel, preventative maintenance, cleaning, etc.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: TRANSPORTATION DRIVER	Class Code: 102-6	Position Grade: 102
--	--------------------------	----------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	High School Diploma or GED required. CPR and First Aid certifications are contractually required for this position within first 90 days of employment. CDL required to drive FDOT passenger buses. THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING. CDL not required to drive cars, trucks or vans and is therefore not designated as Safety Sensitive.
<i>Experience:</i>	6 months to 1 year minium amount of prior work related experience.
<i>Leadership:</i>	Have guidelines for work, but determine the approach for doing the work. Supervisor focuses on the outcomes of work.
<i>Complexity:</i>	Perform work that necessitates some specialized knowledge of clerical or trades-based tasks. Some of the typical responsibilities include gathering, formatting, or visually analyzing data OR operating equipment (passenger vehicles/passenger buses).
<i>Decision Making:</i>	Follow specific procedures that may result in interaction with co-workers, citizens, or other individuals. Make a few decisions regarding activities and priorities.
<i>Relationships:</i>	Work with more than ten co-workers who are mostly engaged in the same activities.
<i>Working Conditions:</i>	Work in a dynamic environment that requires being sensitive to change and responsive to changing goals, priorities, and needs. Intermittently balancing, climbing, feeling, handling, lifting, mental acuity, pulling, pushing, reaching, speaking, stooping, visual acuity, and walking. Also requires sedentary work exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
<i>On Call Requirements:</i>	Remain on call 24 hours to assist in disaster evacuation.

APPROVALS		
<i>Department Head:</i>		
Name: <u>Sheryl Graham</u>	Signature: <u></u>	Date: <u>3/13/2015</u>
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: <u>Debbie Frederick</u>	Signature: <u></u>	Date: <u>3/13/15</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____